



Bloomington/Monroe County Metropolitan Planning Organization

Operational Bylaws

November 2005

Prepared by:
Planning Department
City of Bloomington, Indiana



BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville and Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Transportation Corporation, Indiana University, Indiana Department of Transportation, and the Federal Highway Administration. The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at <http://bloomington.in.gov/planning/mpo.php>.

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.



CHAPTER 1: GENERAL PROVISIONS

1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

1.3 MPO Staff Designation

- A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.
- B. **Executive Secretary:** The City of Bloomington Planning Department Director or their designee shall serve as the Executive Secretary on behalf of the MPO.

1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.
- B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.
- C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.
- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.



- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
 - 1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
 - 2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.
- E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.
- F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

1.6 Amendment of Bylaws

- A. **Process:** Any section herein contained may be amended at any scheduled meeting of the Policy Committee provided such amendment is distributed to the Policy Committee at least five (5) days prior to the meeting at which the amendment is to be presented to the Policy Committee.
- B. **Notice:** It shall be the duty of the Metropolitan Planning Organization staff to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment.



-
- C. **Staff Role:** These rules shall be revised, updated or amended as circumstances dictate. The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

CHAPTER 2: POLICY COMMITTEE

2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the planning Technical Advisory Committee and the Citizens Advisory Committee;
- D. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- E. To adopt transportation goals and objectives to guide the transportation planning process;
- F. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;
- G. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- H. To establish a transportation study area boundary;
- I. To change the designated membership as deemed necessary; and
- J. To ensure that citizen participation is achieved in the transportation planning process.

2.3 Membership

A. **Members:** The membership of the Policy Committee shall be as follows:

- 1. Mayor, City of Bloomington
- 2. Member, Monroe County Commissioners
- 3. Member, Monroe County Council
- 4. Member, City of Bloomington Common Council
- 5. Member, Monroe County Plan Commission
- 6. Member, City of Bloomington Plan Commission
- 7. Member, Ellettsville Town Council
- 8. Member, Board of Directors, Bloomington Public Transportation Corporation
- 9. Representative, Indiana University
- 10. Director, City of Bloomington Public Works Department



-
11. Chair, MPO Technical Advisory Committee
 12. Chair, MPO Citizens Advisory Committee
 13. INDOT, Policy Representative
 14. FHWA, Indiana Division (Non-Voting)
 15. FTA, Region V (Non-Voting)

- B. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices. In cases where an individual represents a board, council, or commission, that body may appoint a new member at any time.
- C. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
 1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. Powers: The proxy's powers shall be delineated in the written notice.
 3. Notification: The member shall be responsible for notifying the proxy of meetings.
 4. Committee Chair Proxy: If the Chair of the Policy Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** The Policy Committee may appoint additional voting and non-voting members as is deemed essential or necessary. All appointments shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers:
 1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:
 1. Chair
 - a. Preside over the meetings of the Policy Committee.
 2. Vice-Chair
 - a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.



2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
 - 1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be held on a bimonthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue.
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting
- 3. Communications from the Chair
- 4. Reports from officers and/or committees
- 5. Reports from the MPO staff
- 6. Old Business
 - Public comment prior to vote (limited to five minutes per speaker)*
- 7. New Business
 - Public comment prior to vote (limited to five minutes per speaker)*
- 8. Communications from Committee members on matters not included in the agenda
- 9. Adjournment

CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.



3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and
- D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:

- 1. Manager of Engineering Services, City of Bloomington
- 2. Deputy Director Public Works, City of Bloomington
- 3. Engineer, Monroe County Highway Department
- 4. Director, Monroe County Planning Department
- 5. Planning Director, City of Bloomington
- 6. Director of Operations & Development, City of Bloomington Parks and Recreation
- 7. Controller, City of Bloomington
- 8. Director of Planning Services, Town of Ellettsville
- 9. Auditor, Monroe County
- 10. Executive Director of Transportation, Indiana University
- 11. General Manager, Bloomington Transit
- 12. Manager, Rural Transit
- 13. Assistant Utilities Director, City of Bloomington
- 14. GIS Coordinator, City of Bloomington
- 15. Representative, Monroe County Airport
- 16. Transportation Director, Monroe County Community School Corporation
- 17. Transportation Director, Richland-Bean Blossom Community School Corporation
- 18. Street Superintendent, City of Bloomington
- 19. Vice-Chair, Citizens Advisory Committee
- 20. INDOT Planning/Programming Representative
- 21. INDOT Public Transportation Representative
- 22. INDOT Seymour District Office, Local Assistance Representative
- 23. FHWA, Indiana Division (Non-Voting)

- B. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices. In cases where an individual represents a board, council, or commission, that body may appoint a new member at any time.



-
- C. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
 - 1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 - 2. Powers: The proxy's powers shall be delineated in the written notice.
 - 3. Notification: The member shall be responsible for notifying the proxy of meetings.
 - 4. Committee Chair Proxy: If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
 - E. **Additional Appointments:** The Policy Committee may appoint additional voting and non-voting members as is deemed essential or necessary. All appointments shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers:
 - 1. Chair
 - 2. Vice-Chair
- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
 - 1. Chair
 - a. Preside over the meetings of the Technical Advisory Committee.
 - 2. Vice-Chair
 - a. In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of the majority of members present, or their proxies, at the Technical Advisory Committee meeting.
 - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.



-
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be held on a monthly basis or as needed for special business. The Policy and Technical Advisory Committees are to conduct joint meetings on at least a bi-monthly basis which shall be open to the public.
 - C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue.
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting
- 3. Communications from the Chair
- 4. Reports from officers and/or committees
- 5. Reports from the MPO staff
- 6. Old Business
 - Public comment prior to vote (limited to five minutes per speaker)*
- 7. New Business
 - Public comment prior to vote (limited to five minutes per speaker)*
- 8. Communications from Committee members on matters not included in the agenda
- 9. Adjournment

CHAPTER 4: CITIZENS ADVISORY COMMITTEE

4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the City of Bloomington Planning Department staff; and



- C. To keep the Policy Committee, the Technical Advisory Committee, and the City of Bloomington Planning Department staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be as follows:
 - 1. Bloomington Mayoral Appointee
 - 2. Monroe County Commissioners Appointee
 - 3. Bloomington City Council Appointee
 - 4. Monroe County Council Appointee
 - 5. Bloomington Traffic Commission Appointee
 - 6. Monroe County Traffic Commission Appointee
 - 7. Ellettsville Town Council Appointee
 - 8. Indiana University Appointee
 - 9. Bloomington Commission on Sustainability Appointee
 - 10. Bloomington Bicycle and Pedestrian Safety Commission Appointee
 - 11. Bloomington Chamber of Commerce Appointee
 - 12. Bloomington Environmental Commission Appointee
 - 13. League of Women Voters Appointee
 - 14. Bloomington Council of Neighborhood Associations (3 Appointees)
 - 15. INDOT, Seymour District Representative (Non-voting)
 - 16. FHWA, Indiana Division (Non-Voting)
- B. **Eligibility:** All Citizen Advisory Committee members shall either reside or work within the jurisdictions which they represent.
- C. **Appointments:** Upon written notification from the City of Bloomington Planning Department, the appointing entity shall be responsible for appointing their representatives listed in this section.
- D. **Terms:** All Committee representatives shall have an appointed term of two (2) years.
- E. **Removal:** Citizen Advisory Committee members who miss three consecutive meetings may be removed from the Committee with concurrence from the Chair and Vice-Chair.
- F. **Proxy:** Each voting member of the Citizens Advisory Committee may name a proxy in writing for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
 - 1. Chair
 - 2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.



C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote. Officers shall be elected by a secret ballot of the voting members of the Committee.

D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:

1. Chair

- a. Preside over the meetings of the Citizens Advisory Committee.
- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
- c. Attend meetings of the Policy Committee as a voting member.

2. Vice-Chair

- a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
- c. Attend meetings of the Technical Advisory Committee as a voting member.

4.5 Meeting Procedure

A. **Quorum:** A quorum shall consist of seven (7) voting members of the Citizens Advisory Committee or their proxies.

1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

B. **Schedule:** Meetings of the Citizens Advisory Committee shall be held on a monthly basis or as needed for special business.

C. **Agenda Items:** Members of the CAC may suggest agenda items at least five (5) days prior to the next scheduled meeting.

4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business
Public comment prior to vote (limited at the discretion of the Chair)
7. New Business
Public comment prior to vote (limited at the discretion of the Chair)



-
8. Communications from Committee members on matters not included in the agenda
 9. Adjournment